

# Changes to Classified Document Markings

As Modified by Information Security Oversight Office Implementing Directive No. 1,

“Classified National Security Information,” Effective September 22, 2003

Updated October 1, 2003

**ORIGINAL CLASSIFICATION**

**Portion Markings:** No Change

**Overall Classification Markings:** No Change

**“Classified By” Line:** No Change

## **“Reason” Line:**

Cite for this line is now Section 1.4 *not* 1.5 of E.O. 12958, as amended, with eight categories, (a) through (h)—category (e) now includes “which includes defense against transnational terrorism;” category (g) has been modified as follows: “vulnerabilities or capabilities of systems, installations, infrastructures, projects, plans, or protection services relating to the national security, which includes defense against transnational terrorism;” and category “(h) weapons of mass destruction.”

*(See section 2001.21(a)(3) of ISOO Directive No. 1)*

## **“Declassify On” Line:**

The X1 through X8 exemption categories formerly used to exempt information from 10-year declassification can no longer be used. One of four options may be applied based on the sensitivity of the information in accordance with section 2001.12:

1. A date or event less than 10 years, or if unable to identify such a date or event;
2. A date 10 years from the date of the document; or
3. A date greater than 10 and less than 25 years from the date of the document; or
4. A date 25 years from the date of the document.

Note 1: When determining the duration of classification, the original classification authority should consider the four options listed above sequentially; first, consider the least amount of time that information needs to be classified, that is, a time frame that is less than 10 years; if unable to determine a date or event of less than 10 years then 10 years; third, between 10 years and up to 25 years based upon the sensitivity of the information as determined by the Original Classification Authority; and then finally, 25 years from the date of the decision.

Note 2: Agencies with classification guides will need to update them as soon as possible. The Directive requires that they be updated at least once every five years. For those agencies with Interagency Security Classification Appeals Panel (ISCAP) approved declassification guides, individual items from those guides, in current use, may be incorporated into revised classification guides.

*(See sections 2001.15 and 2001.32 of ISOO Directive No. 1)*

## **EXAMPLES:**

**Example 1:** Document is dated October 10, 2004, and the information will no longer meet the standards for classification 15 days after Admiral West completes his trip:

Classified by: David Smith, Chief, Protective Services Division, Department of Military Travel

Reason: 1.4(g)

Declassify on: 15 days after Admiral West completes travel to Europe.

**Example 2:** Document is dated October 10, 2003, and the information will no longer meet the standards for classification in eight years:

Classified by: David Smith, Chief, Division 5, Department of Good Works

Reason: 1.4(h)

Declassify on: October 10, 2011

**Example 3:** Document is dated November 15, 2003, and the information will no longer meet the standards for classification in ten years:

Classified by: Gary Smith, Branch Chief, Operations, Department of Good Works

Reason: 1.4(g)

Declassify on: November 15, 2013

**Example 4:** Document is dated December 12, 2003, and the information will no longer meet the standards for classification in 16 years:

Classified by: Ethel Jones, Director, Operations Division, Department of Diplomatic Services

Reason: 1.4(b)

Declassify on: December 12, 2019

**Example 5:** Document is dated January 20, 2004, and the information will no longer meet the standards for classification in 25 years:

Classified by: Mary West, Lead Engineer, F25 Division, Department of Weapons

Reason: 1.4(a)

Declassify on: January 20, 2029

*(See section 2001.21(a)(4) of ISOO Directive No. 1)*

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## DERIVATIVE CLASSIFICATION

**Portion Markings:** No Change

**Overall Classification Markings:** No Change

**“Derived From” Line:** No Change

### “Declassify On” Line:

The derivative classifier shall carry forward to the derivative document the instructions on the “Declassify on” line from the source document or the duration instruction from the classification or declassification guide. In those instances where (a) source document(s) contain(s) the declassification instruction “OADR” or “X1 through X8,” the derivative classifier, unless otherwise instructed, shall note (1) the fact that the source document(s) was marked with either of these instructions; and (2) the date of origin of the most recent source document as appropriate to the circumstances.

Note 1: Source documents with the notation “Originating Agency’s Determination Required” or “OADR” on the “Declassify on” line cannot be dated later than October 13, 1995, the effective date of E.O. 12958.

Note 2: Source documents with an X1 through X8 notation on the “Declassify on” line cannot be dated later than September 21, 2003, the day before the effective date of the marking requirements in the March 25, 2003, amendment to E.O. 12958.

#### **EXAMPLES:**

**Example 1:** The source document used for a derivative decision that is being made on October 10, 2003, has OADR on the “Declassify on” line. The date of the source document is October 5, 1993.

Derived from: Department of Good Works Report titled “IT Developments,” dated October 5, 1993

Declassify on: Source marked OADR, Date of Source, October 5, 1993

**Example 2:** The source document used for a derivative decision that is being made on November 15, 2003, has “X4” on the “Declassify on” line. The date of the source document is December 2, 2000.

Derived from: Department of Weapons Memo dated 12/2/00, Subject: New LASER Gun

Declassify on: Source marked X4, Date of Source, December 2, 2000

**Example 3:** Three source documents are being used for a derivative decision that is being made on November 15, 2003.

**Source document 1** is a memo dated October 5, 1992, with “OADR” on the “Declassify on” line;

**Source document 2** is a report dated January 20, 2001, with X5 on the “Declassify on” line; and

**Source document 3** is a classification guide dated December 5, 2002, with the item from the guide being used in the document citing a duration of October 10, 2008.

This is a “Multiple Sources” derivative decision. Of the three sources, source 2 has the longest duration for classification and should be cited on the “Declassify on” line of this document:

Derived from: Department of Weapons Report dated 1/20/01, Subject: New Computers

Declassify on: Source marked X5, Date of Source, January 20, 2001

**Example 4:** Three source documents are being used for a derivative decision that is being made on November 15, 2003.

**Source document 1** is a memo dated October 5, 1992, with “OADR” on the “Declassify on” line;

**Source document 2** is a report dated January 20, 2001, with X5 on the “Declassify on” line; and

**Source document 3** is a letter dated December 5, 2002, with “X-Foreign relations” noted on the “Declassify on” line.

This is also a “Multiple Sources” derivative decision. Of the three sources, source document 3 has the longest duration for classification and should be cited on the “Declassify on” line of this document:

Derived from: Department of Weapons Report dated 1/20/01, Subject: New Computers

Declassify on: Source marked X-Foreign Relations, Date of Source, December 5, 2002

*(See section 2001.22 of ISOO Directive No. 1)*

### **Use of the “25X” Marking**

The marking applied to information when it has been exempted from 25-year automatic declassification cannot be used unless the specific information has been approved through the Interagency Security Classification Appeals Panel (ISCAP) process. This is usually in the form of a declassification guide. When used, the “Declassify on” line would include the symbol “25X” plus a brief reference to that category(ies) in section 3.3(b) of the Order and a new date or event for declassification. The marking would appear as:

Declassify on: 25X-State-of-the-art use of technology within a U.S. weapons system, October 1, 2040

OR

Declassify on: 25X4, October 10, 2040

The identity of a confidential human source or a human intelligence source is not subject to automatic declassification. The marking for the exemption of this specific information, which also must be approved through ISCAP, is:

Declassify on: 25X1-human

“Information about the application of an intelligence source or method” is still subject to automatic declassification on a specific date or event that must be included on the “Declassify on” line.

Those agencies with ISCAP approved declassification guides may choose to include the exempted items of information with the new declassification dates or events from these guides in revised or updated versions of appropriate classification guides.

ORIGINALLY CLASSIFIED DOCUMENTS WILL NOT CONTAIN A “25X” MARKING ON THE “DECLASSIFY ON” LINE.

ALL ORIGINALLY CLASSIFIED DOCUMENTS WILL CONTAIN EITHER A DATE OR EVENT LESS THAN 10 YEARS OR A DATE FROM 10 TO 25 YEARS ON THE “DECLASSIFY ON” LINE.

*(See section 2001.21(e) of ISOO Directive No. 1)*